WebSIM Specific Guidance



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General WebSIM Information

What is WebSIM?

WebSIM is a Web Based STORET Import Module developed in 2003 by Gold Systems, Inc. under contract by the EPA to aid users in importing their data into STORET. WebSIM loads user data into a secure, off-site copy of STORET. Upon request, migrated data in the off-site copy can be uploaded to the National EPA STORET Data Warehouse.

Getting Data into WebSIM and STORET

Excel templates are available for each required data format to facilitate data entry. Each template has columns set up exactly as they should be imported into WebSIM and includes instructions, a field list, and STORET pick lists. The templates can be downloaded from the Montana DEQ website at the following address:

http://deq.mt.gov/wqinfo/datamgmt/STORET_SIM_Support.asp. Once the templates are complete, generate tab-delimited text files (see Frequently Asked Questions). If you do have WebSIM authorization, log into WebSIM at www.montanastoret.com. Follow the instructions on the WebSIM site, and transfer the text files to the FTP site. From here, complete the WebSIM Fast Track Import Process to import your data and migrate it to STORET. If you do not have WebSIM authorization, email Jolene Berscheid (jberscheid@mt.gov) at MT DEQ Data Management your completed files that are ready for import.

For more information or to request changes in the data formats, contact Jolene Berscheid at (406) 444-5304 or <u>jberscheid@mt.gov</u>. Also see the FAQ document at the above Montana DEQ website for answers to your recurrent questions.

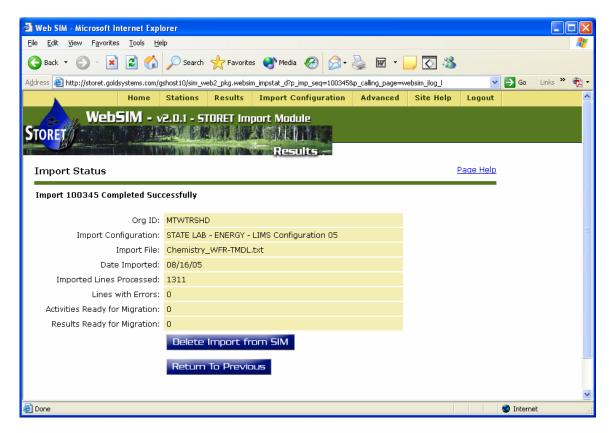
Quality Assurance and Quality Control

To ensure accurate data is being migrated into STORET, data providers are required to check their data before import into WebSIM. All location metadata should be verified prior to import for correct latitude and longitude that fall on the water body, as well as correct county and HUC. The raw data should not only go through a quality control process, but the result file should also be reviewed for correct characteristics, units, procedures, and dates. For questions involving quality assurance and quality control, contact our Quality Assurance Officer, Mark Bostrom, at (406) 444-2680 or mbostrom@mt.gov.

Contract Deliverable

If you are loading your data through WebSIM to fulfill a contract requirement with Montana DEQ, you will be required to submit screen prints of your successful data migrations through WebSIM. Immediately after migration, return to the Import Status page where several important details will be displayed such as import tracking number, Org ID, configuration, file name, date, and number of results processed. This web page will become part of your "Contract Deliverable Screen Print" and should look similar to the screen print shown below. In addition to the data load screen print, your contract submittal to DEQ needs to include a clear accounting of the monitoring stations and data that are included in the WebSIM data migration as well as the Excel templates and text files that were loaded through WebSIM.

To take a screen print of the WebSIM Import Status page, hold down the "Alt" and "PrtScn" keys at the same time. This will copy the image to the clipboard. You can then open up your word processing application (e.g. Microsoft Word) and paste the screen print into a new document that can be sent to DEQ.



IMPORTANT NOTE: Be especially cautious not to select "Delete Import from SIM." This eliminates the ability to unmigrate records from STORET in the future.

Loading Document/Graphic Files

WebSIM is capable of loading documents and/or graphics as **B**inary **L**arge **Ob**jects (BLOBs) into STORET. BLOBs can be loaded with project, station, field measurement, chemistry, and biological import files. The following file formats are acceptable to load through WebSIM:

- Adobe Acrobat File (PDF)
- JPEG Interchangeable Format (JPG)
- Windows Bitmap (BMP)
- Graphics Interchangeable Format (GIF)
- Text (TXT)

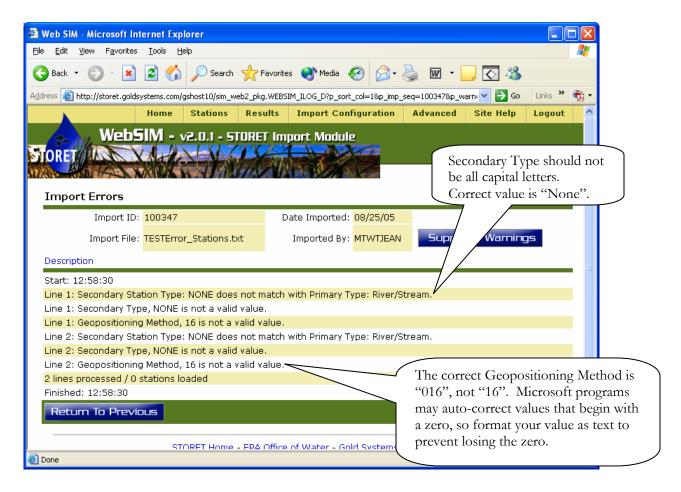
To load a BLOB through WebSIM, follow the guidance outlined below. For additional assistance, contact Jolene Berscheid at 444-5304 or iberscheid@mt.gov.

- 1. Prepare Excel data template.
- 2. In desired Document/Graphic field, enter full name of file to be loaded. Example: A PDF file titled ClarkForkProject should be entered in the Document/Graphic field as <u>ClarkForkProject.pdf</u>.
- 3. Only one document/graphic can be loaded per field.
- 4. Save template as a tab-delimited text file and place on the WebSIM FTP site.
- 5. Also place all documents and/or graphics to be loaded on the FTP site.
- 6. Import text file through Fast Track Import Process. Note: Document/graphic files must remain on the FTP site until file is migrated to STORET.
- 7. After a successful migration to STORET, delete all the document/graphic files from the FTP site.

WebSIM Error Resolution

This section provides solutions to common errors that may be seen upon import of a text file through WebSIM. Although there may be various reasons an error appears, the most common solutions have been provided. To view the errors in your text file, select "View Import Errors" from the Import Status page.

Station Import



Result Import

